



Overseas Administration Services Personal Services Contractor

1. Introduction

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation created in 2004. Our mission is to provide assistance that supports poverty reduction through economic growth in developing countries. We work only with developing countries that demonstrate a commitment to just and democratic governance, economic freedom and investments in their citizens. Countries selected, with intense MCC oversight and guidance, set their own investment priorities through public consultation and manage the implementation of agreed programs.

2. Scope

The MCC is in need of a contractor within the Department of Administration & Finance (A&F), Admin Services and Human Resources Division (ASHR). A&F/ASHR's Overseas Administration Team provides administrative and logistical support for the US Direct Hire personnel assigned to and located within each of the Compact countries managed by MCC's Department of Compact Implementation (DCI). The Overseas Administration team provides both advance and compact-implementation administrative, logistical and operational support for the US personnel that are co-located with the host country Millennium Challenge Activity.

3. Objective

The contractor will provide primary management support within A&F for the personnel and programs associated with the overseas activities. The contractor will, as a minimum, be expected to:

- a. Develop and execute financial plans and administrative budgets, to include ICASS (International Cooperative Administrative Support Services), CSCS (Capital Security Cost-Sharing); severance pay, relocation costs, pertinent allowances; local salaries;
- b. Formulate, implement and evaluate administrative policy and programs for all permanent overseas assignments;
- c. Develop pertinent administrative and management policies as they affect the employees, budget, logistics and management of MCC's permanent overseas presence;
- d. Serve as a MCC representative on administrative issues as they refer to employees, budget, logistics and management of MCC's overseas presence at other U.S. government agencies and embassies abroad;
- e. Serve as a primary liaison between the Resident Country Director, Embassy management, pertinent Department of State Offices and other U.S. government agencies ensuring appropriate levels of support in general services, human resource management, information technology infrastructure, administrative support, financial management and budgeting;
- f. Conduct in-country site visits to set up office space, housing and all other administrative issues as they relate to permanent on-the-ground presence;
- g. Manage the dismantling of MCC's in-country presence upon completion of the Compact;

- h. Develop Memorandum of Understanding (MOU) and agreements as necessary to ensure appropriate and cost effective administrative support overseas;
- i. Review overseas expenditures with the Resident Country Directors;
- j. Manage the medical clearance and medical evacuation process for MCC personnel;
- k. Assist with the recruitment and placement of interns for overseas positions; and
- l. Develop and present oral and written reports regarding various topics as requested by A&F/ASHR.

4. Period and Place of Performance

The MCC contemplates award of a Personal Services Contract with a base period of twelve months, and 4 one-year option periods. Option periods are exercised at the discretion of the MCC. This consultancy will be on an intermittent basis for a maximum of 1664 hours per year. No minimum number of hours is guaranteed. Place of performance is MCC headquarters in Washington, DC; some international travel may be required. The consultant must be available for frequent communication and consultations.

5. Evaluation Requirements

- A. excellent oral and written communication skills,
- B. intensive and extensive experience with traveling to and supporting overseas personnel (e.g. HR processes and practices; logistical support; travel and budget management support),
- C. record of interpersonal effectiveness in multiple institutional settings (particularly with Department of State and US Agency for International Development),
- D. experience in preparing options and recommendations for senior management personnel,
- E. knowledge of MCC is highly desirable.
- F. proposed billing rates

6. How to Apply

Please email your resume/CV, with adequate information to determine your qualifications relative to the requirements listed above, to recruitment@mcc.gov, and include "Overseas Administration Services" in the subject line. Your package should include: 1) Curriculum Vitae, 2) a brief cover letter that addresses the desired qualifications and provides three professional or academic references, 3) salary history over the past 3 years; and (4) your fully loaded hourly salary rate requirement.

This announcement closes May 17, 2010.

The MCC is an equal opportunity employer.